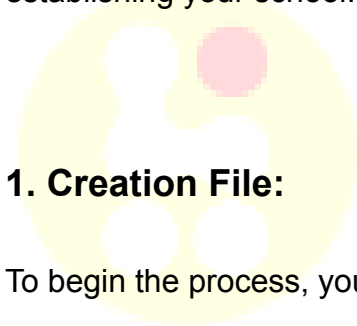


# Requirements to Start a Nursery & Primary School in Cameroon

Congratulations on taking the first step towards starting a nursery and primary school in Cameroon!

To help you understand and compile the necessary requirements, we have provided a comprehensive list of documents and information that you will need to include in your school opening file. This will assist you in creating the requirements and procedures involved in establishing your school.



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## 1. Creation File:

To begin the process, you will need to compile the following documents:

- **Attestation of Presentation of the Promoter's Certificate:** This should include the original copies of the promoter's certificate, which should be at least GCE A' Level or its equivalent.
- **Non-Conviction Certificate:** This certificate should not be older than three (3) months and should confirm that the promoter has no criminal convictions.
- **Certificate of Ownership of the Land:** You will need a land certificate issued by a competent authority, which proves that you own the land on which the school will be built.

- **Letter of Recommendation:** This letter should be accompanied by a model sheet and should be signed by an administrative authority or a traditional chief (1st or 2nd class degree) of the school's location. It should guarantee the good character of the promoter.
  
- **List of Specialization:** Provide a list of the specialized areas or subjects that will be offered in your school.
  
- **Technical Study File:** This file should include foundation studies of the buildings to be constructed. It should be accompanied by a descriptive and expected estimate issued by the competent services. If the buildings already exist, you will need a technical expertise file.
  
- **Geotechnical Study:** If the buildings to be constructed have more than one level, you will need a geotechnical study of the soil delivered by the competent services.

Please note that the complete creation file should be submitted to the Secretariat of the Regional Delegation for Basic Education, and you should obtain a receipt as proof of submission.

## 2. School Opening File:

Once you have completed the creation file, you can proceed with compiling the documents for the school opening file. These include:

- **Stamped Application:** Prepare an application form for opening the school and ensure it is stamped (Stamp duty).
- **Certified Copy of the Building Permit:** You will need a certified copy of the building permit for the school premises.
- **Certificate of Membership:** Obtain a certificate of membership from one of the private education syndicates or organizations.
- **List of Administrative and Teaching Staff:** Prepare a comprehensive list of the names of your administrative and teaching staff members.
- **Certificate of the Establishment's Bank Account:** Open a separate bank account for the establishment and obtain a certificate to confirm its existence.
- **Certificate of Available Funds:** Provide a certificate demonstrating that you have available funds representing at least three (03) months of salary for all the staff of the establishment.
- **List of Didactic Equipment:** Include a list of the didactic equipment that will be put in place, as specified by the Minister of Basic Education.

- **Teachers' Employment Contracts:** Prepare employment contracts for your teachers, including their academic and professional diplomas.

Similar to the creation file, the complete school opening file should be submitted to the Regional Delegation of Basic Education, and you should obtain a receipt as proof of submission.

By compiling these documents and following the necessary procedures, you will be well on your way to starting your nursery and primary school in Cameroon. Good luck with your creation and the establishment of your school!

If you're considering starting a nursery and primary school in Cameroon, we can connect you with our trusted partner company specializing in school establishment services.

Their experienced consultants can guide you through the process, ensuring a smooth and successful school setup. Contact us for more information and to be connected with our partner.